

How to use the Epson A4 scanner

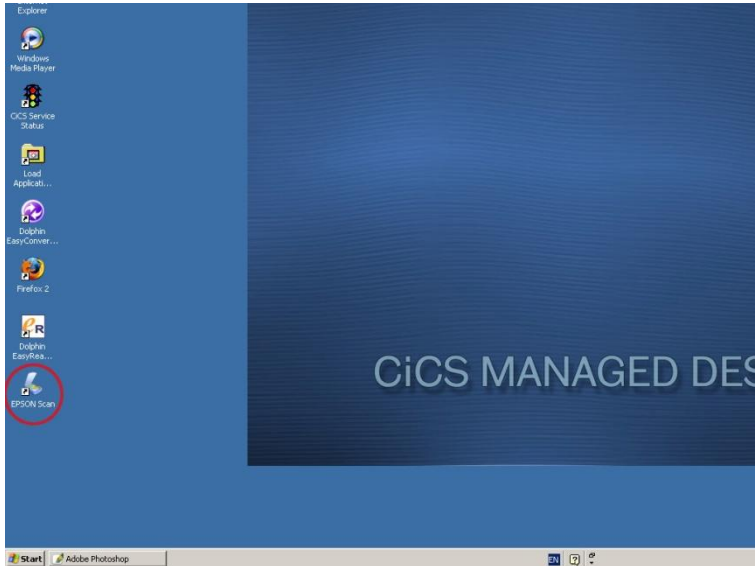


User guide

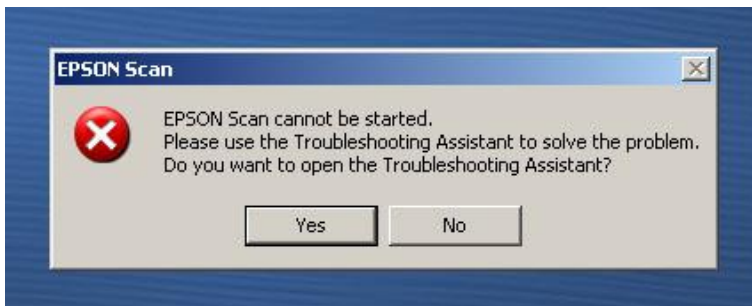
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Scanning images and documents

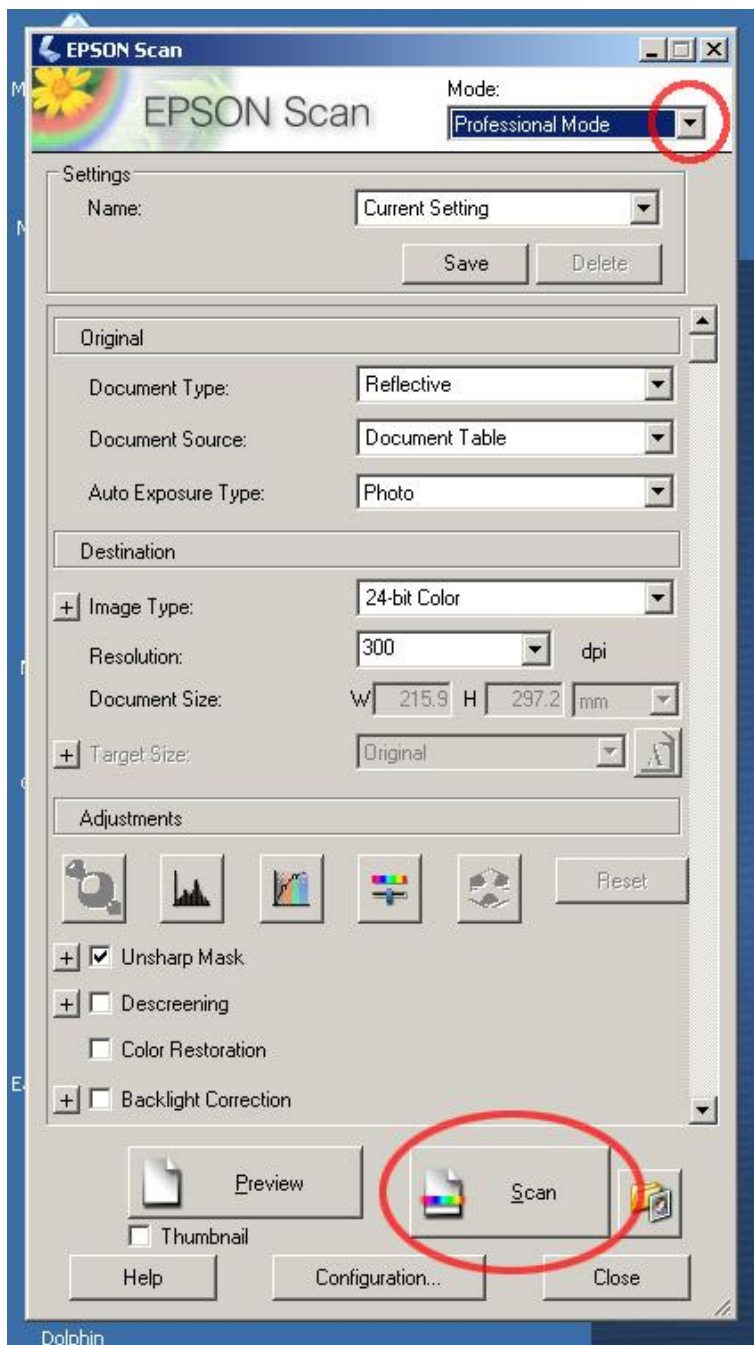


1. **Open 'Epson Scan' by Double left clicking** on desktop icon



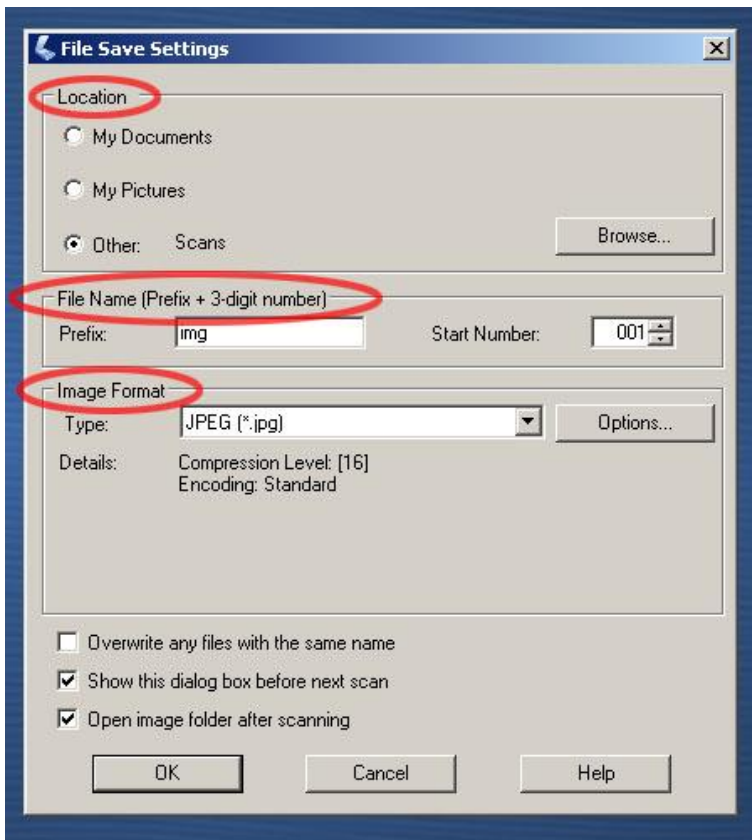
If this **error message** appears, make sure **scanner** is **switched on**.

To switch on scanner follow **troubleshooting instructions** on **page 20**, then **left click** on '**No**' and **repeat step 1**



Check that you are in **'Professional Mode'** by using the 'Mode' drop down window

2. **Left click on 'Scan'**

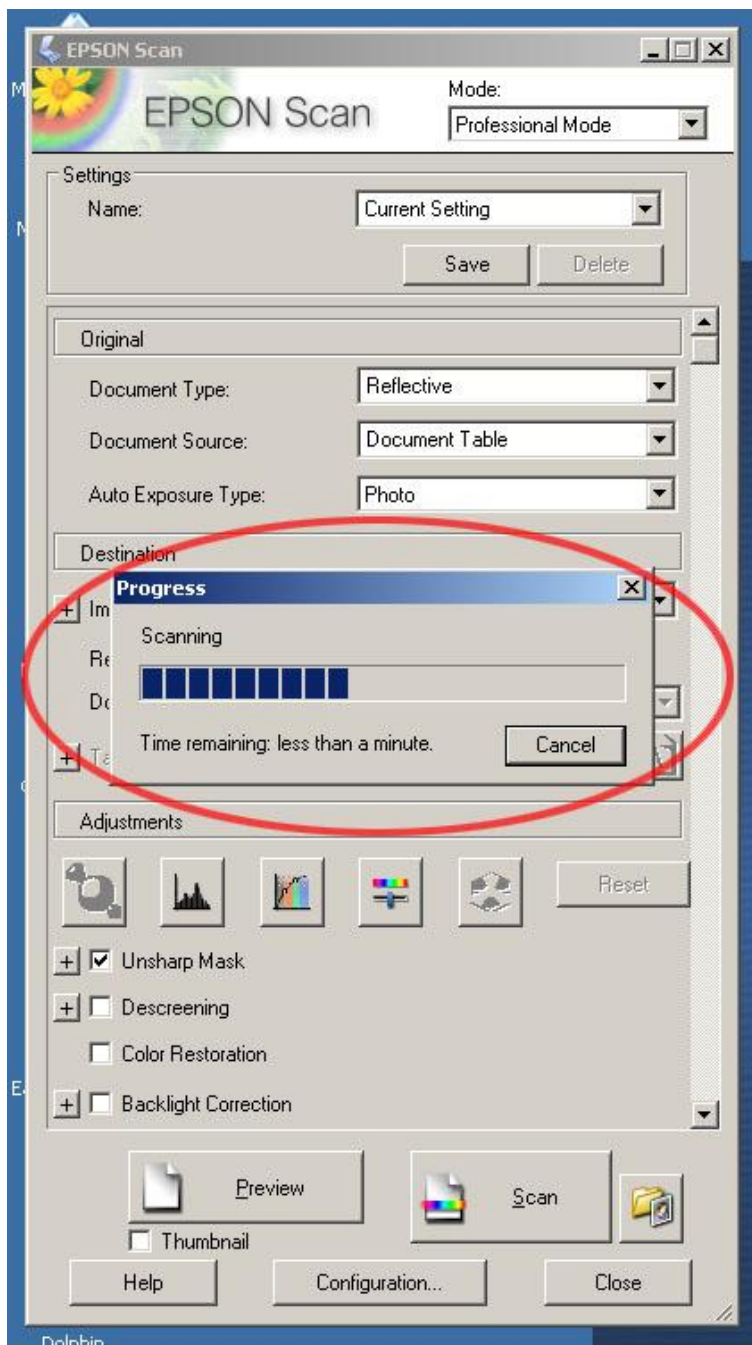


3. Choose your **'File Save Settings'** by:

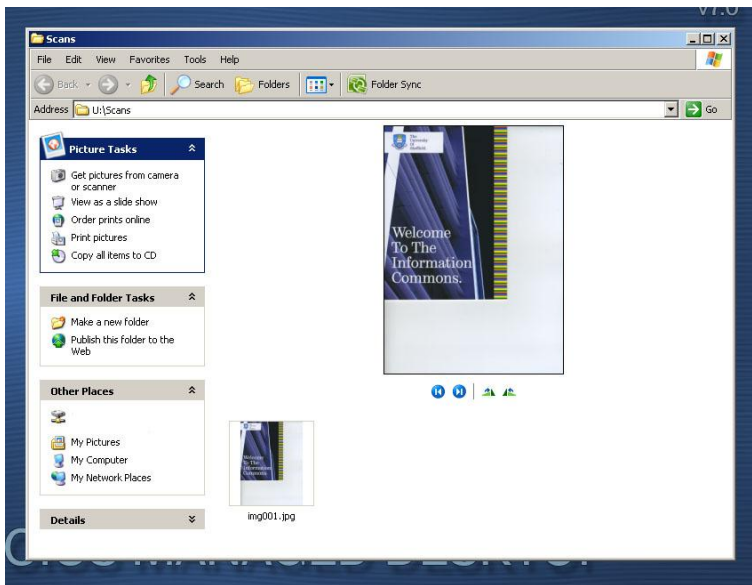
- a.) Selecting **'Location'** of scanned files (you can scan direct to a USB device by clicking on **'Browse'**)
- b.) Creating a **'File Name'**
- c.) Selecting an **'Image Format'** (recommend JPEG)

*Note: You can **save direct to PDF** format. See **'Scanning direct to PDF'** section on **page 8** for more information*

4. Left click on **'OK'**



A **'Progress'** window will appear while your image/ document is **being scanned**



Once **scanning is complete** the **file save location folder** will **automatically appear**

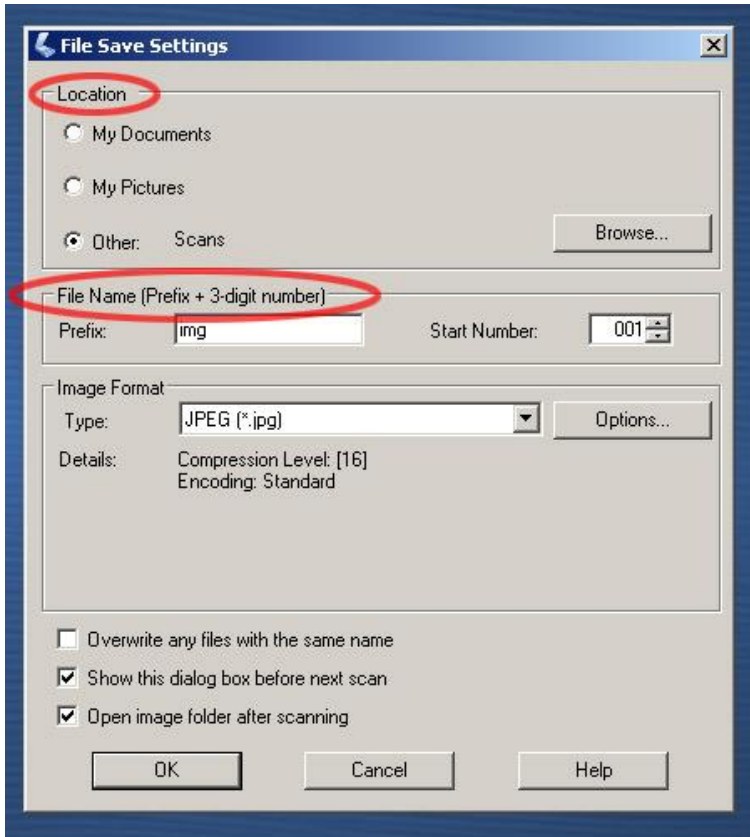
*Note: If you **already have** this **window open** you may need to **refresh it** to **see your saved files** by **pressing F5** on keyboard*

To **scan more images/ documents**, repeat steps 2-4

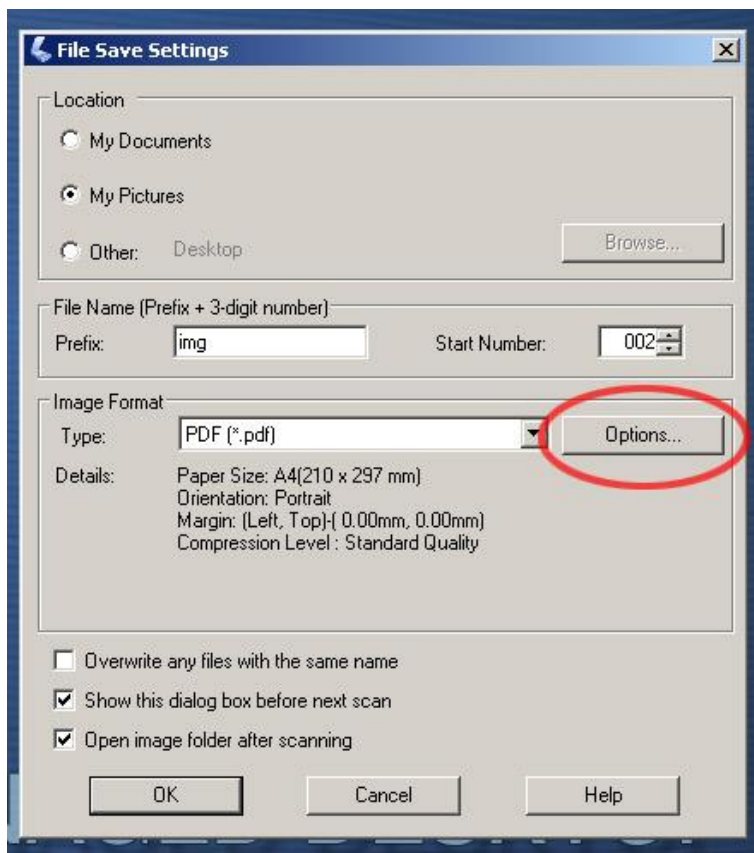
5. Once you have **finished** scanning, **close 'Epson Scan'**

Scanning images and documents direct to PDF

1. Follow **'Scanning images/ documents'** section **steps 1 – 2** on pages 3 - 4

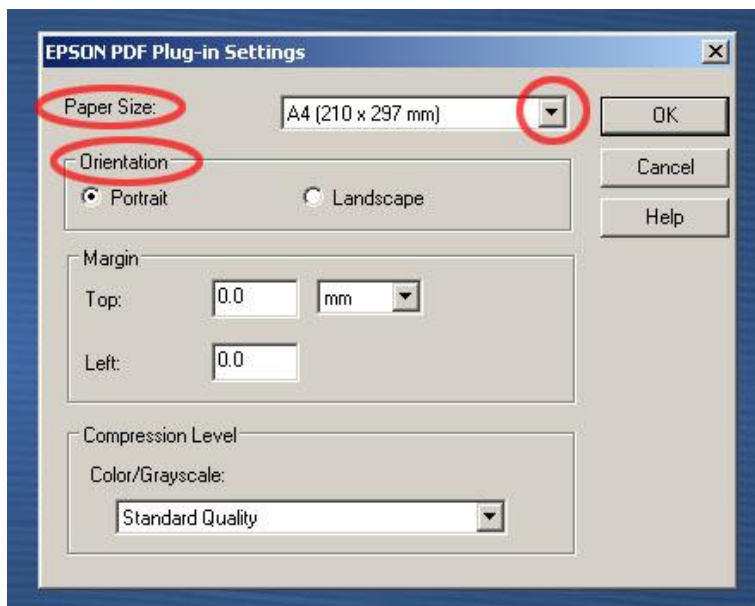


2. Choose your **'File Save Settings'** by:
 - d.) Selecting **'Location'** of scanned files (you can scan direct to a USB device by clicking on **'Browse'**)
 - e.) Creating a **'File Name'**

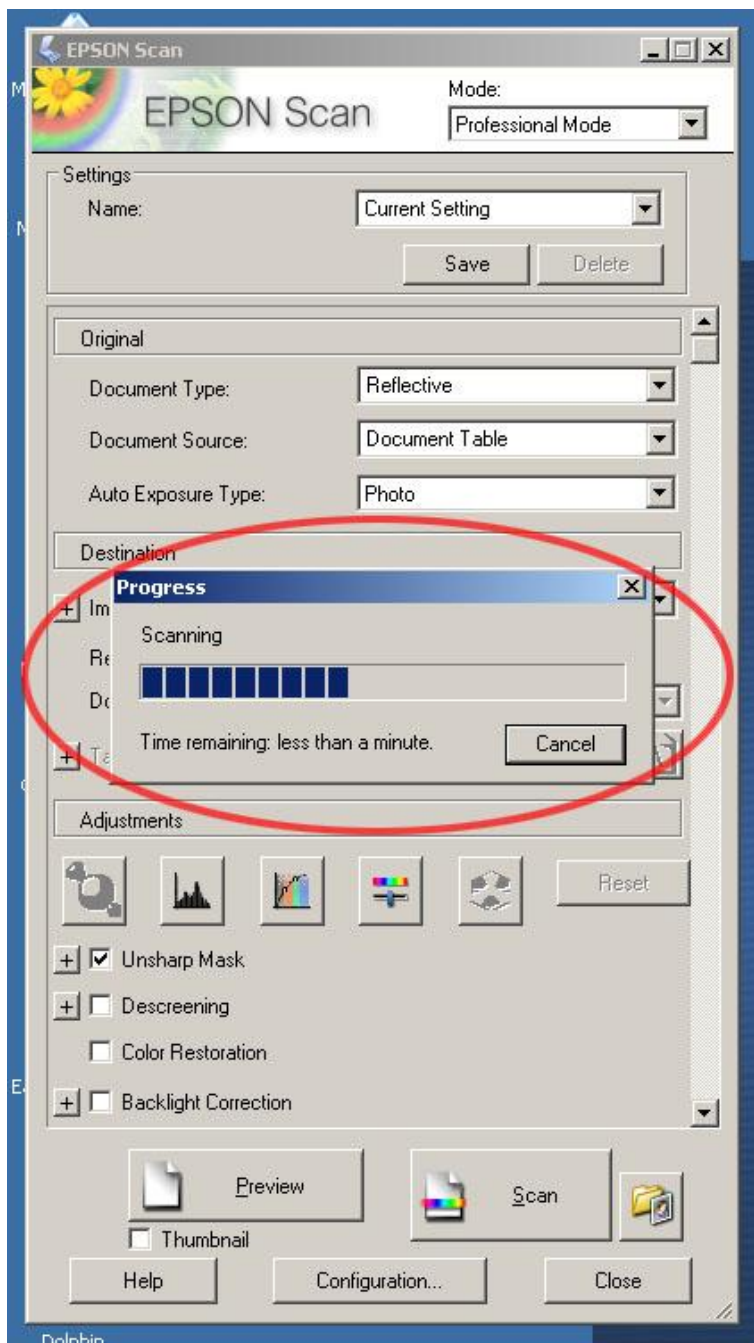


3. Select **PDF (*.pdf)** 'Image Format' using the **drop down tab**

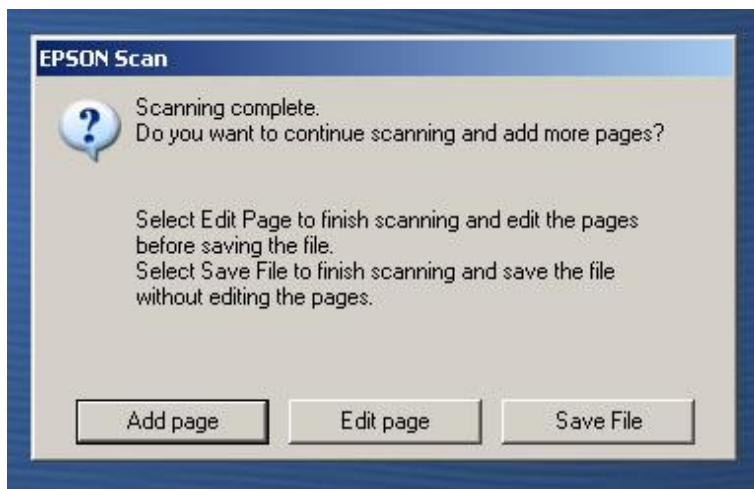
4. **Left click** on '**Options**'



6. Make sure **'Paper Size'** is set to **A4** (you can change paper size using drop down tab)
7. **Select** desired **'Orientation'**
8. **Left click** on **'OK'**
9. **Left click** on **'OK'** again ('File Save Settings' window)



A **'Progress'** window will appear while your image/ document is **being scanned**



Once **scanning is complete** an 'Epson Scan' window will appear giving you **three options**

Option 1: Saving your file

a) **Left click on 'Save File'**

Option 2: Adding more scanned pages

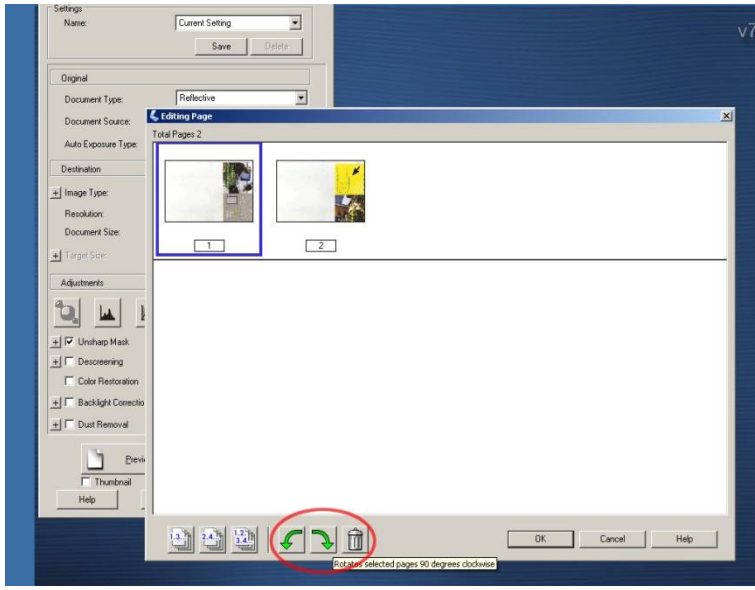
a) **Left click on 'Add Page'**

b) **Left click on 'Scan'**

To **add more pages**, repeat steps a) and b)

c) **Left click on 'Save File'**

Option 3: Editing your scanned page/s



In this edit mode, you can either rotate or delete pages

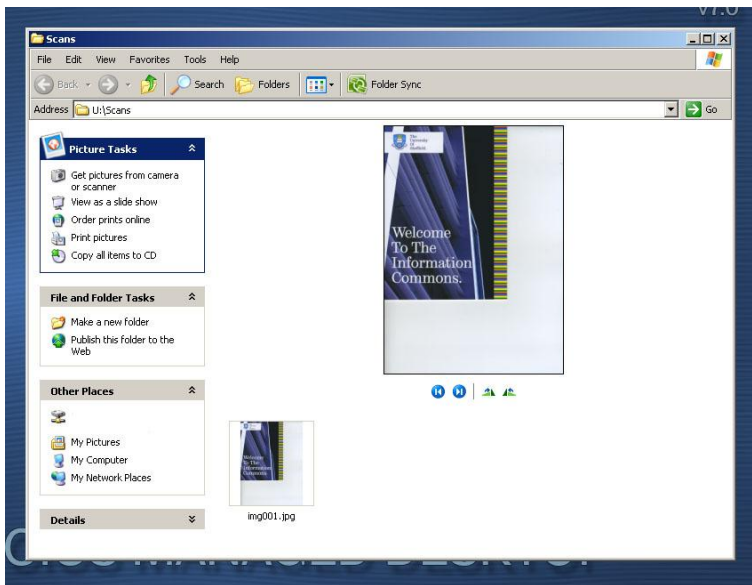
To rotate a page:

- a) **Highlight page** you want to edit by **left clicking on it**
- b) **Left click on green arrow icons**

To delete a page:

- a) **Highlight page** you want to edit by **left clicking on it**
- b) **Left click on rubbish bin icon**

To **save your edited pages**, left click on **'OK'**

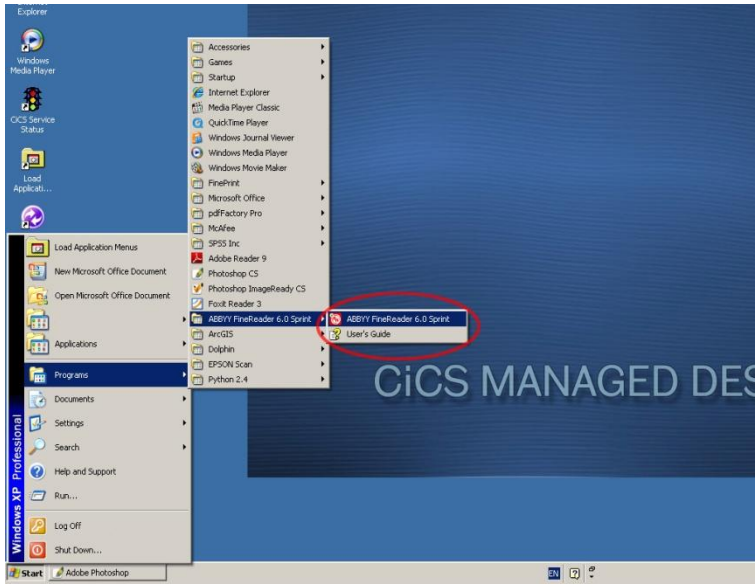


Once you have **saved your scanned pages** the **file save location folder** will **automatically appear**

*Note: If you **already have** this **window open** you may need to **refresh it** to **see your saved files** by **pressing F5** on keyboard*

1. Once you have **finished** scanning, **close 'Epson Scan'**

Scanning and editing text

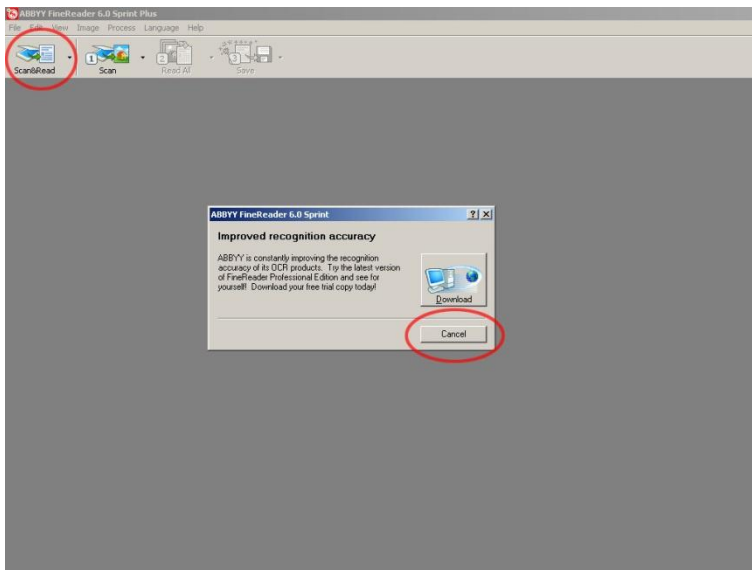


1. Open **Abbyy FineReader** by left clicking on '**Start**' – '**Programs**' – '**Abbyy FineReader**' – **Abbyy FineReader**'



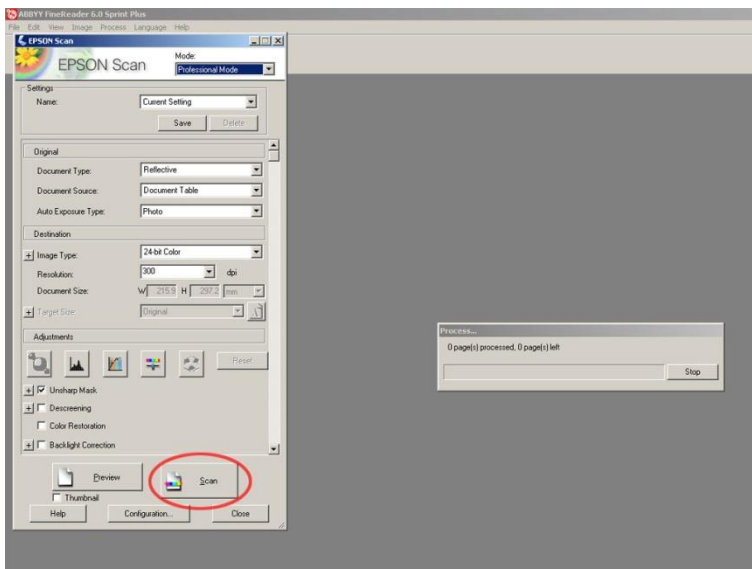
If this **error message** appears, make sure **scanner** is **switched on**.

To switch on scanner follow **troubleshooting instructions** on **page 20**, then **left click** on '**No**' and **repeat step 1**



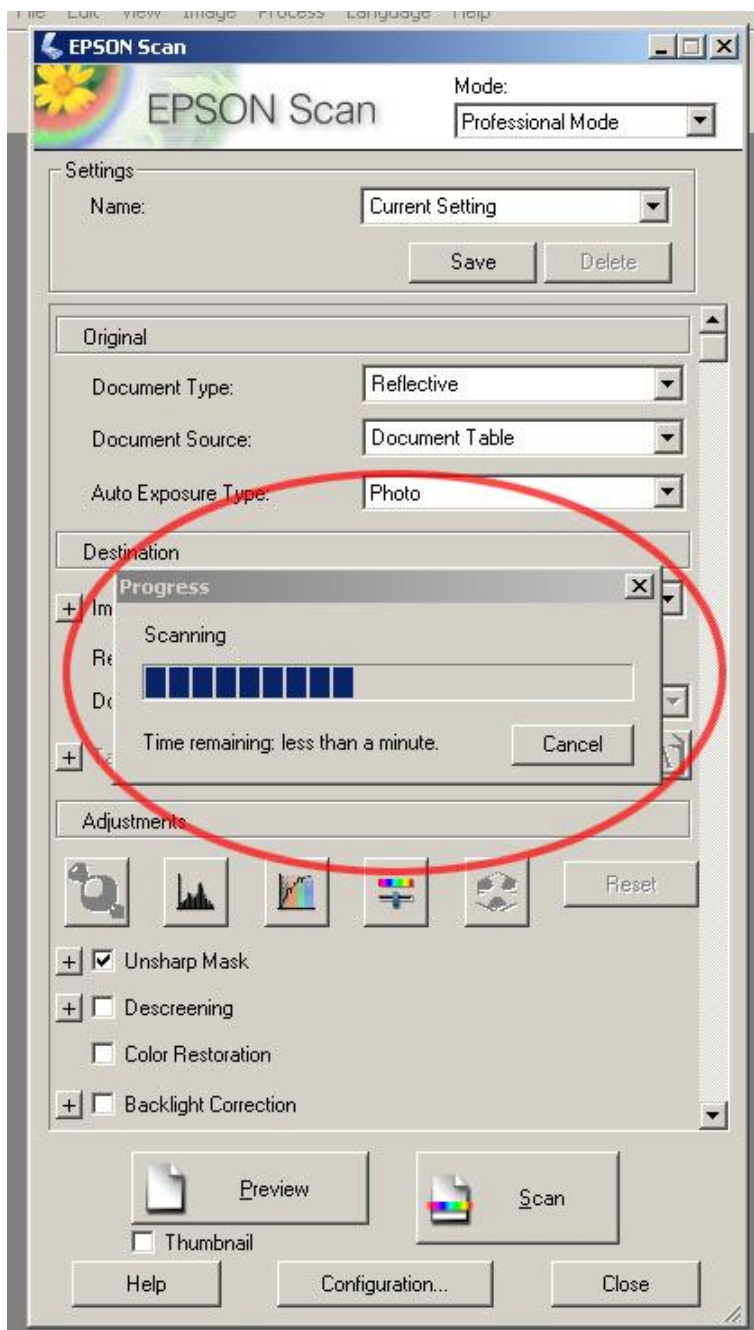
If 'Abbyy FineReader' 'Improved recognition accuracy' window appears, **close it by left clicking on 'Cancel'**

2. Left Click on 'Scan & Read'



Check that you are in '**Professional Mode**' by using the 'Mode' drop down window

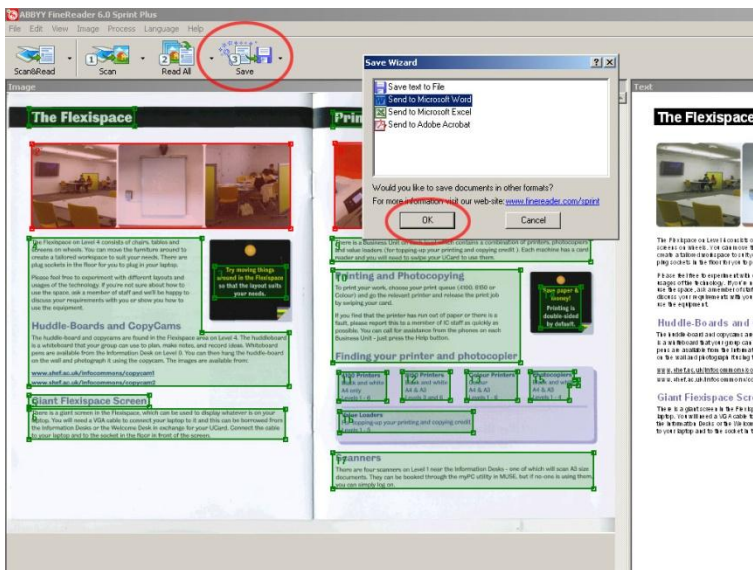
3. Left Click on 'Scan'



A **'Progress'** window will appear while your text is **being scanned**

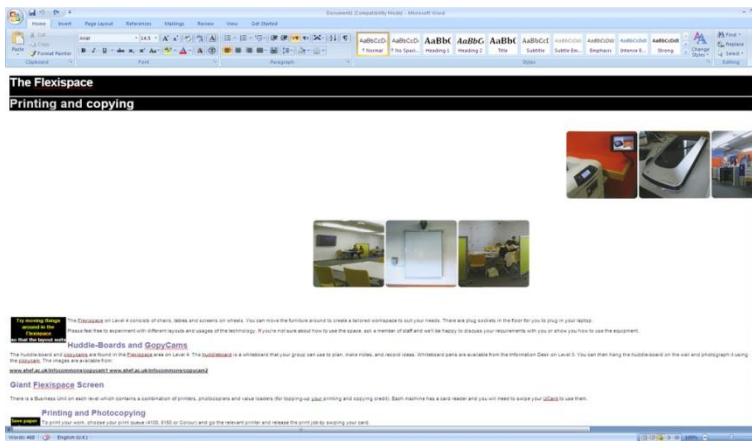


Once **progress is complete** you will see your **text displayed** in both **Image** (left) and **text** (right) format



4. Left click on '**Save**' and select '**Send to Microsoft Word**'

5. Left click on '**OK**'



Microsoft Word will automatically launch

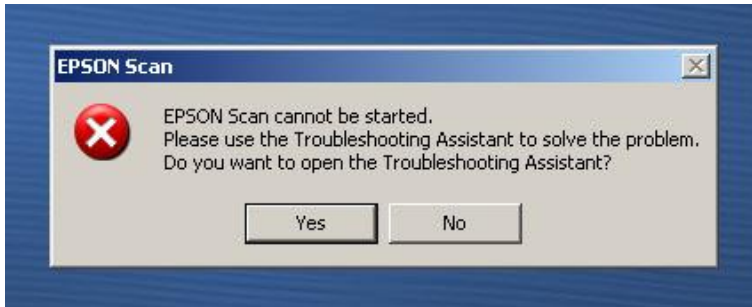
(Note: There will be varying degrees of success with regard to formatting)

6. Use Microsoft Word to **edit text** and **adjust formatting**

7. Once you have **finished editing** your scanned text, **Save your file**

8. **Close Abbyy FineReader**

Troubleshooting



If this error message appears, make sure **scanner** is **switched on** by:



1. **Switching on power button** at **side** of scanner



2. **Waiting** for scanner **power (green) light** to change from flashing to **steady**



3. **Left clicking** on '**No**' to **close error message** window